

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4832; DSN 853-4832
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-578T OPENING DATE: 8-Jan-2010 CLOSING DATE: 8-Feb-2010

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Information Resources Specialist, GS-0301-09, TC80873000, TSgt/E6 - MSgt/E7

APPOINTMENT FACTORS: OFFICER ☐ ENLISTED ☒

SALARY RANGE: \$47,534.00-\$61,794.00 PA
SUPERVISORY ☐ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 3A051 or 3A071 or 3D051 or 3D071

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the 161st ARW, Arizona Air National Guard**. Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Must be World Wide Deployable.

NOTE: May involve heavy lifting.

NOTE: Possible exposure to bio-hazards.

NOTE: Applicants must possess the military rank/grade of MSgt/E7, or TSgt/E6 and be immediately eligible for promotion to MSgt/E7.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Comprehensive knowledge of Enterprise Information Management (EIM), Information Resource Management (IRM) concepts, Electronic Resource Management (ERM) and Content Life Cycle Management Program methods to plan, manage, protect and control information resources and supporting information technologies.
2. Comprehensive knowledge of a wide range of policies, regulations, manuals and precedents such as DOD, AF, NGB, and technical specifications for Automated Information Systems (AIS), web services and information technology applicable to the implementation and management of the IRM programs.
3. Comprehensive knowledge of the mission, objectives, terminology, and management practices in the activity, the agency, and the department to recognize probable areas of interaction and overlap between proposed and existing systems.
4. Knowledge of the principles of information assurance, network security and techniques to ensure serviceability, safe operation, proper configuration, accountability and sustainability of systems as they pertain to the work of the position.
5. Expert knowledge of information resource management systems and electronic publication methodologies to manage the IRM program.
6. Knowledge of training program development and implementation to include lesson plan and subject matter delivery.
7. In-depth knowledge in Web page design principles and methods, graphics markup and other web programming languages, browser technical requirements, Internet security principles, accessibility factors and standards, file formats used in the delivery of web content and web page formatting standards sufficient to provide guidance in the management of all Wing/Base created web sites and the content there in.
8. In-depth knowledge of telecommunications, computer, and information transmission systems, and software such as spreadsheet, word processing, database, presentation/graphics, and electronic mail.
9. Ability to communicate both orally and in writing.

SPECIALIZED EXPERIENCE: Must possess 24 months experience in the management, organization, direction, control, and customer education of all actions associated with the collection, creation, use, and dissemination of official information, and related records to include the administration of Wing/Base assigned Information Management Personnel according to governing directives at Wing/Base, tenants and geographically separated units if assigned.

BRIEF JOB DESCRIPTION: This position is located in the Plans and Resources Flight of the Communications Squadron, Mission Support Group, of an ANG Aviation Wing. The primary purpose of this position is to implement and administer the Information Resource Management Program within the Wing/Base network and manual operating environments. This individual is appointed as the Wing/Base Information Management Functional Manager (IMFM). The employee executes duties as the functional manager for the Wing/Base assigned enlisted Information Management (IM/3AXXX) personnel. Manages and provides guidance to Wing/Base on Enterprise Information Management (EIM). Manages the Wing/Base Electronic Records Management (ERM) and Records Life Cycle Program for supported organizations according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Serves as Wing/Base Webmaster for all internet and intranet pages, including SharePoint, the AF Portal and Communities of Practice (CoPs). Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996. Performs information systems/technology support (Client Support Administration) tasks and functions to include: installation, configuration, management, and initial diagnostics of client information systems. Develop and maintain the Wing/Base Content Management Program. Facilitates IM orientation training for new Wing/Base IM hires and upgrade trainees, such as basic personal computer and network training, records management, content management, document security, official mail management, C&I awards program, and IM functional management. Coordinates with Wing managers regarding wartime training and tasking of IM personnel, ensure that requirements are met. Manages Wing/Base Freedom of Information Act (FOIA) and Privacy Act (PA) Programs. Develops and manages Wing/Base official U.S. mail program. Manages and provides guidance to the Wing/Base and tenant units on reproduction options, such as local resources, outside vendors, such as the Defense Agency Printing Service (DAPS). Provides software application assistance to Wing/Base customers for commonly used office automation and telecommunications applications. Develops, implements and maintains work center training programs. Provides technical oversight, guidance, and direction to lower graded Information Management personnel. Consults with and provides advice to planning and implementation (P&I) function on relevant issues such as SORTS/ART reporting, equipment life cycle replacement, budget, projects, software and hardware requirements. Ensures deployment readiness of section personnel, equipment, and supplies. Plans for deployment/contingency support. Coordinates with higher headquarter elements, Program Management Offices, Specific System/Hardware Support Elements, OEM Vendors and Vendor Contracted support facilities for issue resolution pertaining to the most efficient and effective acquisition, portrayal, manipulation and destruction of Wing/Base information. Manages work center supply functions such as ordering and receiving of equipment, supplies, bench stock, logistics products, historical records, Test, Measurement, and Diagnostic Equipment (TMDE) services. Provides input to and coordination on relevant support agreements that require section support to make sure they correctly identify products and services needed and appropriately perform records management functions. May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Performs other duties as assigned.

SELECTING OFFICIAL: CMSgt William Wehrle
